You can file this tax return
ELECTRONICALLY
and pay by check!
Just follow these simple instructions . . .

Step 1 Check the back of this page to see if you qualify.

Step 2 Log onto http://dor.wa.gov/elf/elfcontent.htm

Step 3 Click on the "Annual Filers" link.

Step 4 Enter your nine-digit account number as it appears on your mailing label.

```
#BYNBMYD  ***********AUTO**5-DIGIT 98501
# 606 600 600 4 #   CODE ABCD234567
GIGANTIC ENTERPRISES
1 GIGANTIC WAY SOUTH
EVERETT  WA  12345-9636
```
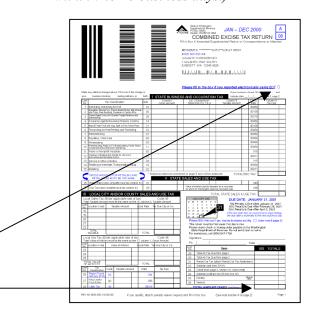
Step 5 Enter your password (the ten-character code following your account number that appears on your <u>worksheet</u> mailing label).

Step 6 Complete the electronic return. When your return is finalized, click the "Submit" button. A screen will then appear confirming that your return has been filed.

Step 7 Refer to your paper tax return and check the box under the mailing label indicating you've filed electronically. Then, go to the bottom of page one and fill in the "Total Amount Owed" box. **These are the only two areas that need to be completed on the paper tax return.**

Step 8 Write your account number on your check and mail it with your paper tax return. This allows us to match your payment with your electronically filed return.

Please note: Both Electronic Funds Transfer (EFT) and pay-by-check payment methods are now available. *To use EFT, follow steps 1 and 2. Then, click on the "Registration Form" hot button under "Sign Me Up!" You will receive the information necessary to file your tax return within 7 to 10 business days.)*

If you have any questions regarding this process, please call 1-877-FILE-ELF (1-877-345-3353).

Electronic Filing Requirements

In order to file your tax return electronically, you must meet the following requirements:

Hardware/software requirements:

To file electronically, you'll need at least:

- a modem (28.8 baud or faster works best);
- Microsoft's Internet Explorer web browser version 4.01 or greater, or
- Netscape's Communicator web browser version 4.6 or greater (recommended for Macintosh users); and
- any Internet service provider.

Tax classifications that the Electronic Filing system will process:

To file electronically, you must **only** report under the tax classifications listed below. Over the next several months, additional classifications will be added to this list, so if your business doesn't currently qualify, keep checking back with us.

- Retailing
- Wholesaling
- Service and Other Activities
- Warehousing, Radio & TV Broadcasting, Public Road Construction, Government Construction
- Insurance Agents/Insurance Brokers Commissions
- Retailing of Interstate Transportation Equipment
- Travel Agent Commissions/Freight Brokers/Stevedoring
- Public or Nonprofit Hospitals
- Royalties/Child Care

The Electronic Filing system will also process:

- State Sales and Use taxes
- Local Sales and Use taxes
- Regional Transit Authority (RTA) tax
- King County Food and Beverage tax
- Tobacco Products
- Litter tax
- Syrup tax
- Solid Fuel Burning Device Fee
- State Enhanced 911 Tax

Credits you can take when filing electronically:

- Small Business Tax Credit
- Any issued credits
- Bad Debt Credit
- Manufacturing, Software/Programming, Rural Employment B&O Credit
- Help Desk Services B&O Credit

ELF helps you get it right the first time!

ELF helps prevent errors and omissions by calculating taxes for you and flagging any potential problems <u>before</u> your return is filed.

ELF lets you file your return ahead of time but delay payment until the due date.

ELF is simple, secure, fast and free.